



THE RESEARCH FOUNDATION
The State University of New York

University at Buffalo

Announcement of Vacancy

Department	CUBRC	Hiring Salary	\$20,000 - \$24,000 @ 50% Effort
Descriptive Title	Executive Assistant	Posting Number	R-27008
Payroll Title	Sr. Administrative Assistant	Posting Period	01/28/07 – 02/11/07
	Research Foundation Nonexempt NO8 Payroll Title		(Resumes must be received by the end of the posting period)

Responsibilities: Experienced (Executive Assistant) required to support the Chief Scientist/Chief Medical Officer of CUBRC in their Great Falls, Virginia office. This part time position will include general duties to keep the office in good order including filing, scheduling and record keeping. The successful candidate will assist in the preparation of professional materials and presentations, correspondence, emails and expense reports.

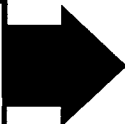
The ability to work tight deadlines is an advantage and the ideal candidate should be able to multi-task to a high standard and bear time pressure calmly. Patience, attention to detail, common sense and a proactive approach to problem solving is a plus.

Education: BA required.

Experience: At least five years experience in the administrative profession is required. Proficiency with MS Word, Excel, Outlook and PowerPoint is required. Excellent written skills and familiarity with scientific and technical writing is desirable.

NOTE: Appointment of a current Research Foundation employee to this position may be made within the posted range, or at the individual's current salary if higher, subject to available funds.

Persons interested in the above position should submit a resume along with a letter of application, to:



Ms. Tracy Gertz
CUBRC
P.O. Box 400
Buffalo, NY 14225

E-mail: Gertz@cubrc.org

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with Federal and State Law